

## Student Handout 02

### *SC State Certification & Background Check Information*

All individuals who desire to operate as an Emergency Medical Technician in South Carolina **must** gain a SC Emergency Medical Technician certification. In order to qualify for certification as a SC Emergency Medical Technician, candidates must satisfy the following requirements:

- ✓ Successfully complete the Emergency Medical Technician course to include successful completion all the didactic, practical and clinical requirements
- ✓ Successfully pass the National Registry (NR) of EMTs' practical and written examinations and receive subsequent national registration
- ✓ Possess a current and valid CPR credential (AHA, ARC, ASHI)
- ✓ Successfully pass a criminal background check. To complete the required criminal background check: (see instructions below –or- see page 2)
  - Go to [www.scdhec.gov/health/ems](http://www.scdhec.gov/health/ems)
  - Download an application form and the “*Instructions for Completing a Criminal Background Check.*” Follow the instructions as outlined
  - Once you have been fingerprinted, DHEC should receive the results of the background check within forty-eight (48) hours.

#### **Please note:**

Candidates must **first**, pass both, the NR practical and written examinations prior to beginning the background check process. DHEC will not accept background checks completed prior to your successful completion of the NREMT examination.

Once all requirements for SC EMT certification have been met, the candidate's SC EMT certification will be sent directly to the address the candidate indicated on the *Certificate Application* white card.

Candidate should receive their SC EMT certification within two weeks from receiving their National Registry credential. SC EMS Law requires EMTs to have their original SC EMT Pocket certification card on their person at all times when functioning as an EMT.



INSTRUCTIONS FOR COMPLETING A CRIMINAL BACKGROUND CHECK  
REQUIRED FOR ALL EMS PERSONNEL PRIOR TO  
CERTIFICATION/RECERTIFICATION

South Carolina state law now requires that both a federal and state criminal background check be performed on all individuals applying for certification or recertification as an emergency medical technician at all levels. The authorized agent to perform this process for the Department is Integrated Biometric Technologies (IBT). Listed below are the steps necessary to complete this requirement.

**Step 1: OBTAINING AN APPLICATION**

- Go to the Division of EMS & Trauma website to download the application form:  
[www.scdhec.net/health/ems](http://www.scdhec.net/health/ems)
- Complete the form and print it out.
- You will need to bring this form with you to your appointment with IBT to complete the fingerprinting process.

**Step 2: SCHEDULING YOUR APPOINTMENT ONLINE\***

- Go to the IBT website to complete your application and set up an appointment:  
<https://sc.ibtfingerprint.com/>
- Select English or Spanish.
- Scroll down to EMT Certification/Recertification and click “Go”.
- Follow the prompts on the screen to complete the online application.
- Print your confirmation and bring it with you to your appointment.

**Step 3: WHAT TO BRING TO YOUR APPOINTMENT**

- A valid South Carolina driver’s license or South Carolina identification card
- **If you have an out of state driver’s license, you must bring two secondary forms of identification such as: Social Security Card, Passport, Birth Certificate, Marriage License, US Military ID Card**
- Application form (printed from SC DHEC website)
- Appointment Confirmation page (if scheduled online with IBT)

**Step 4:** Once you have completed the fingerprint process and paid the fee, you will receive a receipt. This receipt can be used to verify compliance when applying for certification or recertification with the Department.

**Step 5:** The Department will automatically receive the results of the background check from SLED and the FBI. If there is a problem with the results, you will be notified by the Department. If you do not receive such notification within two weeks of submitting your fingerprints, you may assume that there were no results contained in the background check that would negatively impact your ability to be certified/recertified as an EMT by the Department.

\*If you are unable to schedule your appointment online, please call the phone number listed on the form printed in Step 1.